

Subject: - Reg. updating SOP on official website of online life certificate process for Delhi Jal Board pensioners.

It is requested that update and publication of a Standard Operating Procedure (SOP) for the UID-based online life certificate process for Delhi Jal Board pensioners. Currently, there is no SOP available on the Delhi Jal Board official website.

It has come to our attention that a large number of DJB pensioners are facing difficulties in submitting their online life certificates, particularly during the month of November. In order to ease the process and provide clarity, we kindly request that an updated SOP be made available on the official website. This will help address the concerns and challenges faced by pensioners, ensuring a smoother experience for a large number of individuals.

Your prompt attention to this matter would be highly appreciated, as it will greatly benefit our pensioners and improve their experience with the online submission process.

SOP Name: - SOP for online life certificate of DJB Pensioners

URL Location: - www.delhijalboard.nic.in / DJB Department / for DJB department

EE (EDP) / EDP (IT)

AO(Pension)
Disbursement



Prty I / Prty II
Shahy
28/8/2025

Dy. Director (IT)

Delhi Jal Board, GNDT

Dy. No. 1315 dt 28/8/25.

जीवन प्रमाण पत्र मोबाइल ऐप पर ऑनलाइन भरा जा सकता है जो स्वतः ही दिल्ली जल बोर्ड कार्यालय में प्राप्त हो जाता है।

ऐप Google Play Store पर उपलब्ध है
मोबाइल एप्लिकेशन का नाम:

"JeevanPramaan"

+

"Adhaar Face RD Service"

उपरोक्त ऐप पर जीवन प्रमाण पत्र जमा करने के बाद पेंशनभोगियों को पेंशन कार्यालय दिल्ली जल बोर्ड का दौरा करना अनिवार्य नहीं है।



**Jeevan
Pramaan**

५/११

4:18



Jeevan
Pramaan

ver 4.0.4

English ▾

Device Registration & Operator Identification

☒ Aadhaar ☐ Virtual ID

Enter Aadhaar Number

* 

Enter Mobile Number

* _____

Enter Email Address

* _____

.....@gmail.com

Enter OTP

_____ 

Resend Otp

Submit

Jeevan Pramaan Client Application is supported



4/11



Jeevan
Pramaan

Pensioner Identification

Pensioner Name



varun

*Type of Pension

Service

*Organisation Type

Municipal Corporations/
Local Bodies/Authorities

*Sanctioning
Authority

Delhi Jal Board

*Disbursing Agency

Delhi Jal Board

*Agency

Delhi Jal Board

PPO Number



2222

Account Number(Pension)



5201016235852

*Are you Re-Employed?



Yes



No

*Are you Re-Married?



Yes



No

by
/11

End

NEXT

4:23



Preview of the Data Filled

Pensioner Name

Neha

Type of Pension

Family



Confirm

You have Selected the following PPO Numbers for Jeevan Pramaan Generation:

1) 1167990

I, the holder of Aadhaar, hereby give my consent to MeitY to use my Aadhaar number, biometric etc for e-KYC with UIDAI for generation of Digital Life certificate (DLC). I also give my consent for sharing of Aadhaar number and my DLC with my Pension Disbursing Agency and Pension Sanctioning Authority for pension processing and intimation. MeitY NIC have informed me that my Biometric will not be stored shared.

*



Face RD



Finger/Iris

END

SCAN

*

— pension and shall be liable for disciplinary action against me

Using app with Face Authentication (available in India only)

BACK

SUBMIT

by 11